

Community Services Department
Westside Multi-Generational Center
ROOM RESERVATION REQUEST 2013



715 W. 5th Street, Tempe AZ 85281

www.tempe.gov/westside

Phone: 480-858-2400 Fax: 480-858-2415

RESPONSIBLE PARTY INFORMATION (Must be present at meeting/event)

First Name	Last Name	Business Phone	Cell/Home Phone
Mailing Address	City	St	Zip
Email Address			

ALTERNATE CONTACT PERSON

First Name	Last Name	Business Phone	Cell/Home Phone
Email Address			

ORGANIZATION INFORMATION

Organization Name:			
Mailing Address (If different from Responsible Party)	City	St	Zip
Brief Description of Organization			

MEETING INFORMATION

Description of Meeting/Event:			
Number of Attendees:	# of Tables Needed:	# of Chairs Needed:	
Will your meeting/event include any of the following:	Food/Drink	Arts/Crafts	Amplified Music/DJ
Will your meeting/event need the use of:	PA System	Projection System	TV/DVD Cart
Any special accommodations:			

This is an application only. Nothing is finalized until all payments and required documents are received and a permit is sent to you from the Community Services Department. By signing below I attest that I am at least 18 years of age, and have read, understand and agree to comply with all of the attached room reservation policies and procedures.

Signature of Responsible Party					Date
FOR OFFICE USE ONLY		DATE RECEIVED:		PERMIT #:	
City Dept.	Resident	Non-Resident	Not for Profit	Commercial/For Profit	DATE OF EVENT:

ROOM INFORMATION
 Sunset (26) Riverside (28)
 Los Vecinos (20)
 Cahill (80)

HOURS AVAILABLE
 Mon- Th 8am- 8:45pm
 Fri 8am- 7:45pm
 Sat 10am- 4:45pm
 Sun CLOSED

ORGANIZATION NAME _____

RESPONSIBLE PARTY _____

OF PEOPLE ATTENDING _____

DATES REQUESTED (PLEASE CIRCLE)

Please include set-up and take-down time when requesting dates & times

**Blacked out dates indicate facility closed

JANUARY 2013						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2013						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2013						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

APRIL 2013						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2013						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2013						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

JULY 2013						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2013						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2013						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

OCTOBER 2013						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

Facility Open 8am-5pm December 24th & 31st
 SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____